



Selection Process

The first review of applications is 5:00 p.m., Friday, December 7, 2012. The position is open until filled and may close without further notice.

The process may include a written and/or performance exam, individual and/or panel interviews, background investigation including a credit check or other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

THE CITY OF FREMONT IS AN EQUAL OPPORTUNITY EMPLOYER

REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs in advance of the selection process by calling (510) 494-4660.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.



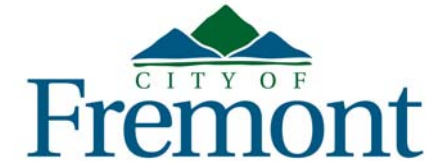
Tentative Recruitment Schedule

| | |
|------------------------------|----------------------|
| First review of applications | December 7 |
| Oral Board/ Excel Exercise | December 18 |
| Follow-up Interviews | December 19 or 20 |
| Start Date | Early to Mid January |

Contact the City

Phone: (510) 494-4660
Website: www.fremont.gov/employment
Human Resources Department
City of Fremont
3300 Capitol Avenue, Building B
Fremont, CA 94538

Connect with Us:    



Invites Your
Interest In The
Position Of

Accounting Specialist II - Revenue (30 hours per week)



Are you interested in being a part of a dynamic city where your exemplary customer service skills will truly make a difference? Do you enjoy working in a fast-paced and diverse environment? Then, the City of Fremont may be the place for *you*!

First review of applications:
Friday, December 7, 2012
5:00 p.m.

YOUR FUTURE IS IN FREMONT



This is our Fremont Community

The City of Fremont is a full-service city with a budget of \$133.5 million in fiscal year 2012-2013, employing 840 regular employees. As the 4th largest city in the Bay Area, Fremont enjoys strong demographics and is one of the most culturally and ethnically diverse communities in the region. With its strong and diversified business base, Fremont is an important economic force in the region. It is also recognized for its superior schools, quality parks and amenities, and low crime rate. The City strives to be an innovator in municipal government, with dynamic leadership provided by the City Council and City Manager.

The Position

The Accounting Specialist II position will provide a variety of financial, accounting and auditing office support duties in the preparation, maintenance and processing of accounting records and financial transactions within the Finance Department. The Revenue position is thirty (30) hours per week.



Examples of Duties

- ◆ Perform difficult or specialized financial, accounting, or statistical office support duties in a centralized accounting setting including accounts receivable, and central processing and collection of City revenue and billings.
- ◆ Receipt of business tax, development fees and charges.
- ◆ Central cashiering function for citywide services, including issuing receipts and balancing cash bags, cash drawer and accounts on a daily basis.
- ◆ Receive checks by mail and process and balance accordingly.
- ◆ Receive payments via internet and reconcile as needed.
- ◆ Record and post information, data or figures.
- ◆ Update electronic records and perform filing and research of numeric and alpha records.
- ◆ Assist with projects to maximize collection of City revenue, including researching returned mail.
- ◆ Provide excellent customer service at a public counter.
- ◆ Perform a variety of general administrative office support duties such as typing, proofreading, filing, and answering the telephone.
- ◆ Ensure proper authorization and compliance with City policies and procedures.
- ◆ Perform mathematical calculations thoroughly and accurately.
- ◆ Update electronic records and perform filing and research of numeric and alpha records.
- ◆ Maintain a variety of manual and automated records.
- ◆ Provide information to the public or to City staff that may require the use of judgment and interpretations of City policies and procedures.
- ◆ Prepare Excel spreadsheets.
- ◆ Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- ◆ Perform related duties as assigned.



Ideal Candidate

The ideal candidate will have any combination of education and/or experience that demonstrates possession of and competency in the requisite knowledge, skills and abilities necessary for satisfactory job performance. A typical qualifying background would include completion of the twelfth grade or equivalent and two years of accounting clerical experience, as well as the following outstanding qualities:

- ◆ Working knowledge of principles and practices of financial record keeping, bookkeeping; applicable laws, rules and regulations; English usage, spelling, grammar, and punctuation; modern office practices and procedures; computer equipment and software applications related to assignment and basic mathematics.
- ◆ Cash handling or cashier experience.
- ◆ Strong attention to detail.
- ◆ Display a positive customer service attitude.
- ◆ Experience working with the public face-to-face, by phone and e-mail.
- ◆ Exhibit skill in oral and written communication.
- ◆ Enjoy being a part of a team.
- ◆ Demonstrate proficiency in Microsoft Excel and Word.

City government work experience is highly desirable.

Compensation and Benefits

*Annual salary for this position is \$51,216 - 62,254, depending on qualifications. Current benefit features include:

Cal PERS Retirement Benefit**

- ◆ Legacy Employees - 2 % @ 60 benefit, 3 yr. final average compensation.
- ◆ New Employees - 2% @ 62 benefit 3 yr. final average compensation.
- ◆ 12.29% employee-paid portion of PERS is tax deferred (7% employee required contribution and 5.29% cost sharing eff. 7/1/12)
- ◆ Health Benefit Allowance of \$1,521.95 monthly for employees/dependents that includes medical, dental and vision plans; child care and medical expenses can be paid with pre-tax dollars
- ◆ 192 hours of general leave time per year. General leave may be used for vacation and sick leave.
- ◆ Thirteen paid holidays, including one floating holiday.
- ◆ City paid term life insurance and long-term disability insurance.
- ◆ Optional supplemental life insurance, short-term disability insurance, AD&D insurance, and deferred compensation plans available.

The probationary period for this FACE represented position is six (6) months.

*The Accounting Specialist II- Revenue position will receive a prorated salary and benefits package due to a 30 hour work week. The probationary period for this FACE represented position is six (6) months.

**Refer to CalPERS web site for complete definitions of Legacy and New employees: calpers.ca.gov

Application Instructions

To be considered for this position, submit a completed City application and resume:

- ◆ Through our online application system at fremont.gov/apply;
- ◆ To the Human Resources Department at 3300 Capitol Avenue, Building B, Fremont, CA 94538 or;
- ◆ In the Employment Application drop box located near the entrance to City Hall.

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